

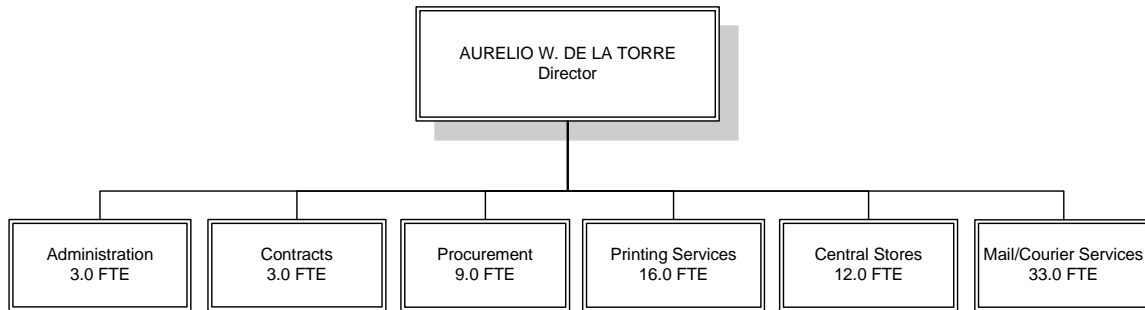
PURCHASING

Aurelio W. De La Torre

MISSION STATEMENT

Purchasing supports San Bernardino County by seeking the best value for each dollar expended by processing public procurement in an open and competitive environment. In addition, the department provides in-house services such as printing, full service supply ordering and comprehensive mail services through three internal service programs (Printing Services, Central Stores, and Mail Courier Services).

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

	2004-05				
	Operating Exp/ Appropriation	Revenue	Local Cost	Revenue Over/ (Under) Exp	Staffing
Purchasing	1,073,018	35,000	1,038,018		16.0
Central Stores	7,271,067	7,444,140		173,073	12.0
Mail/Courier Services	7,478,661	7,648,362		169,701	33.0
Printing Services	2,352,272	2,422,958		70,686	16.0
TOTAL	18,175,018	17,550,460	1,038,018	413,460	77.0

Purchasing

DESCRIPTION OF MAJOR SERVICES

The Purchasing Department is responsible for the acquisition of equipment, services, and supplies used by County Departments and Board-governed Districts. In addition, it is responsible for the management of three Internal Service Fund Divisions (Central Stores, Mail/Courier Services and Printing Services). It also manages and arranges for the sale of county surplus property.

The Purchasing Department strives to provide service to all County departments, special districts and other government entities with sources for quality products with reasonable prices and timely deliveries. All willing vendors will be given the opportunity to provide pricing on their products and services in a fair, open, and competitive environment. Purchasing accomplishes this mission by treating each department, employee, and vendor with respect, integrity, and understanding. By extending this treatment to all, Purchasing fulfills the purchasing obligation of San Bernardino County.

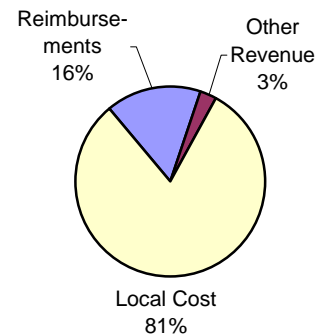
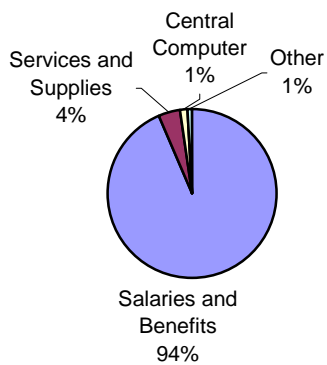


BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	1,087,823	1,112,209	1,091,360	1,073,018
Departmental Revenue	5,067	10,000	27,935	35,000
Local Cost	1,082,756	1,102,209	1,063,425	1,038,018
Budgeted Staffing		18.0		16.0

Workload Indicators

Purchase Orders	1,766	1,725	1,370	1,300
Request For Payment	67,851	68,000	54,000	53,000
Requisitions	2,584	2,450	3,640	3,200
Blanket Purchase Orders	1,901	2,050	2,490	2,500
Request For Proposals	257	275	250	300

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY 2004-05 BREAKDOWN BY FINANCING SOURCE

GROUP: Internal Services
DEPARTMENT: Purchasing
FUND: General

BUDGET UNIT: AAA PUR
FUNCTION: General
ACTIVITY: Finance

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	1,183,959	1,187,632	75,078	-	(101,997)	1,160,713	34,621	1,195,334
Services and Supplies	91,950	92,525	3,624	-	-	96,149	(34,741)	61,408
Central Computer	13,420	13,420	3,263	-	-	16,683	-	16,683
Other Charges	1,020	997	-	-	-	997	(269)	728
L/P Equipment	5,760	5,783	-	-	-	5,783	269	6,052
Transfers	3,312	3,312	-	-	-	3,312	120	3,432
Total Exp Authority	1,299,421	1,303,669	81,965	-	(101,997)	1,283,637	-	1,283,637
Reimbursements	(208,061)	(191,460)	-	(44,159)	-	(235,619)	25,000	(210,619)
Total Appropriation	1,091,360	1,112,209	81,965	(44,159)	(101,997)	1,048,018	25,000	1,073,018
Departmental Revenue								
Other Revenue	27,911	10,000	-	-	-	10,000	25,000	35,000
Other Financing Sources	24	-	-	-	-	-	-	-
Total Revenue	27,935	10,000	-	-	-	10,000	25,000	35,000
Local Cost	1,063,425	1,102,209	81,965	(44,159)	(101,997)	1,038,018	-	1,038,018
Budgeted Staffing		18.0	-	-	(2.0)	16.0	-	16.0

DEPARTMENT: Purchasing
FUND: General
BUDGET UNIT: AAA PUR

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	18.0	1,112,209	10,000	1,102,209
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	75,078	-	75,078
Internal Service Fund Adjustments	-	6,887	-	6,887
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	81,965	-	81,965
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	(44,159)	-	(44,159)
Mid-Year Board Items	-	-	-	-
Subtotal	-	(44,159)	-	(44,159)
Impacts Due to State Budget Cuts	(2.0)	(101,997)	-	(101,997)
TOTAL BASE BUDGET	16.0	1,048,018	10,000	1,038,018
Department Recommended Funded Adjustments	-	25,000	25,000	-
TOTAL 2004-05 PROPOSED BUDGET	16.0	1,073,018	35,000	1,038,018



SCHEDULE B

DEPARTMENT: Purchasing
 FUND: General
 BUDGET UNIT: AAA PUR

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Delete 1.0 Filled Buyer II This action would shift the procurement of services from the procurement section to the contracts unit within the department.	(1.0)	(63,502)	-	(63,502)
Delete 1.0 Vacant Clerk II This action would increase the turnaround time for requisitions to be converted into purchase orders. The turnaround time would increase from one to two days to three to four days, causing departments to experience longer delays in the processing of their requisitions.	(1.0)	(38,495)	-	(38,495)
Total	(2.0)	(101,997)	-	(101,997)

SCHEDULE C

DEPARTMENT: Purchasing
 FUND: General
 BUDGET UNIT: AAA PUR

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Salary Adjustments Increases due to step increases and retirement costs.	-	34,621	-	34,621
2. Reduction in Services & Supplies Further reductions in the purchase of supplies in order to meet increased costs in salary adjustments.	-	(34,741)	-	(34,741)
3. Reduction in Other Charges Reduction in interest payments for computer equipment.	-	(269)	-	(269)
4. Increase in Lease-Purchase of Equipment Increase in principal payments for computer equipment.	-	269	-	269
5. Increase in Transfers Increase in charges mandated per EHAP.	-	120	-	120
6. Decrease in Reimbursements Decrease in reimbursements from Human Services System for surplus equipment issued to community-based organizations.	-	25,000	-	25,000
7. Increase in Revenue Projected increase in public auctions.	-	-	25,000	(25,000)
Total	-	25,000	25,000	-

